

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

WAREHOUSE EXAMINER

POSITION CODE: 48881  
Effective: 6-17-98

**DISTINGUISHING FEATURES OF WORK:**

Under immediate supervision, performs field examinations of grain warehouses and grain dealers; reviews various records, statements, and reports to determine overall financial condition, accuracy and reliability; utilizes a notebook computer to enter data; advises dealers and warehouseman of findings and recommends corrective action; may testify at hearings; enforces the Personal Property Warehouse Act; receives additional formal and on-the-job training in order to acquire the knowledge and skill necessary to function at a higher level.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Conducts professional field examinations of grain warehouses and grain dealers; reviews records, financial statements and reports, insurance records, and other related documents of grain warehouses and grain dealers to determine financial condition, accuracy and reliability of documents.
2. Prepares examination reports and inspection sheet; utilizes a notebook computer to enter data; advises grain dealers and warehouseman of findings and recommendations; explains the relevant provisions of Personal Property Warehouse Act, Grain Dealer Act and Warehouse Receipts Act; assists in gathering data to be utilized in administrative hearings; serves subpoenas for departmental hearings; may testify at administrative proceedings; assists producers in filing claims against insolvent grain warehouses.
3. Examines grain warehouse for storage capacity and condition of grain; measures and computes grain inventory; inspects warehouse for hazard, general damage and condition of warehouses' structure.
4. Receives additional formal and on-the-job training in order to assist higher level examiners in special examinations in connection with acquisitions, bankruptcies and liquidation of grain dealer and grain warehouses; assists in loadout of grain in insolvent elevators.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## WAREHOUSE EXAMINER (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in fields related to accounting, auditing, business and agriculture.

#### Knowledges, Skills and Abilities

Requires elementary knowledge of agricultural economics.

Requires elementary knowledge of grain warehouse financial records and reports.

Requires elementary knowledge of the methods and procedures used in the conduct of warehouse examinations.

Requires elementary knowledge of the rules, regulations, and laws relative to warehouses.

Requires ability to conduct warehouse examinations and inspect personal property and warehouses.

Requires ability to communicate in oral and written form.

Requires ability to establish and maintain satisfactory working relationships with grain dealers, warehouse managers, and other employees of the grain industry.

Requires ability to testify at administrative or judicial proceedings.

Requires ability to gather data and information to be utilized at administrative and judicial proceedings.

Requires ability to use a notebook computer.